

Victim Compensation & Government Claims Board

CAREER EXECUTIVE ASSIGNMENT



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD (VCGCB)

POSITION TITLE: DEPUTY EXECUTIVE OFFICER
VICTIM COMPENSATION PROGRAM
C.E.A. LEVEL 2

FINAL FILING DATE: 10/05/04

SALARY RANGE: CEA LEVEL 2 - \$7302 - \$8051

DUTIES/RESPONSIBILITIES:

This position serves as the Deputy Executive Officer over the Victim Compensation Program (VCP) and reports directly to the Chief Deputy Executive Officer. The CEA directs, manages, and oversees the VCP; formulates program policy and decision-making on issues that affect the Board's ability to carry out the VCP's mission and goals. The incumbent provides expertise in victim compensation issues at the local, state and national level, and represents the Board before State and National victim organizations.

EXAMINATION INFORMATION:

The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in the Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, candidates must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

(See Reverse Side)

GENERAL QUALIFICATIONS:

- (a) **Knowledge of** the organization and functions of the California State government including the organization and practices of the Legislature, and the Executive Branch; principles, practices, and trends in victim compensation and other services, public administration, organization, and management; techniques of organizing and motivating groups; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; principles and practices of policy formulation and development; personnel management techniques; methods of administrative problem solving; human resource management; knowledge of equal employment opportunity and anti-discrimination programs.
- (b) **Ability to** plan, organize, and direct the work of a multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; recognize trends in victim issues and effectively articulate them to stakeholders; influence the actions of others on sensitive issues; recognize and understand the political environment and the consequence of actions; communicate effectively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the division's mission, policies, and procedures; apply information technology in the management of a sensitive program; prepare and review reports; and effectively contribute to the Board's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization):

- Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

- Ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
- Demonstrated capacity to make effective management decisions on a variety of challenges in a fast-paced and changing environment.
- Experience in an administrative or executive capacity with responsibility for program administration and policy development.
- Varied experience in the area of victim compensation services.
- Ability to interact and communicate effectively with high-level management at the local, state and national level, as well as various victim organizations.
- Well-developed oral, written, and interpersonal skills.
- Knowledge of the organization, mission and goals of the VCGCB.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the position of Deputy Executive Officer (CEA Level 2), Victim Compensation Program.

APPLICATION INFORMATION:

Submit a standard *State application (Std. 678)*, *resume*, and a *Statement of Qualifications (SOQ)*. The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The SOQ should include a discussion describing how the applicant's education, experience, knowledge, skills, and abilities relate to the qualifications for this position. Applicants who fail to submit a SOQ will be eliminated from the examination. The application, resume, and SOQ are to be submitted to:

Victim Compensation & Government Claims Board
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
Attn: Robin Jones

Questions regarding this position or the examination process may be addressed to Robin Jones at (916) 324-3252 or TDD (800) 735-2929.